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7 July 1953

EYES ONLY

MEMORANDUM FOR: Inspector General

SUBJECT : Personnel Office

1. Reference your memorandum dated 1 July 1953, subject as above.

2. Insofar as the General Services Office is concerned, I would say that the Personnel Office is doing an excellent personnel job. For example, during the fiscal year 1953, we entered on duty a total of [REDACTED] people, exclusive of those employees included in transfers of certain reproduction and courier functions from other CIA activities, and we now have approximately [REDACTED] personnel actions in process for additional personnel. The few cases we have had which have been handled by the Personnel Relations Branch have been handled exceptionally well.

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3. I believe that the Career Service Program should be simplified, as in the last analysis, in 95% of the cases the office to which an employee is assigned will manage his career program. This, I believe, has been done well by those offices that I have been able to observe. I believe that simplification would come as a result of a single issuance encompassing the entire program and a requirement that only one report be submitted annually regarding promotions, transfers, reassignments, exchanges of personnel, training programs, etc., as it has now become quite a problem in developing enough material for an office career service board to consider and report on. These remarks are intended to be constructive suggestions in the interest of eliminating unnecessary paper work and saving the time of those individuals who must concern themselves with their programs.

4. The employees in the General Services Office who handle personnel matters and the approximate percentages of their time spent in connection therewith are as follows:

DOCUMENT NO. _____
NO CHANGE IN CLASS. []
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Inspector General

7 July 1953

Office of the Chief, General Services:

25X1A



Administrative Officer 80%
GS-11

Clerk (Typing) 45%
GS-5

Printing and Reproduction Division:

25X1A



Administrative Assistant 50%
GS-7



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Chief, General Services

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